

Instructions for the Personal PATH

Explanation of Frames

Planning Alternative Tomorrows with Hope: The Action Plan

The Personal PATH is a positive action plan for the focus person, created from the Personal Profile Frames, by working with the consumer, family, friends, and other associates. A graphic recording of the process, and creation of a coherent vision for a real future for the focus person is achieved through the use of PATH picture frames, each of which is written on a large piece of easel paper (to be transcribed on standard size paper later), and hung on the wall to give each participant a visual representation of the focus persons' unique action plan.

The focus person should participate as much as possible in the development of the PATH. It is also very important that other people be present that know the focus person very well and have access to records and pertinent information. These other individuals may include paid staff of the residential home or day facility, family, social worker, friends, etc. The important thing is that people, who **know** the focus person and his/her history well, participate in developing the PATH.

The Personal Profile Frames provides us with an invaluable tool for developing a Personal PATH for the focus person. With the Profile Frames placed on the wall for the group to see, the Facilitator should briefly review what the group has learned. The "What are the major themes" frame should be read to the group. The team should also be reminded of the color codes used in the Personal Profile, especially green (for strengths, successes, and positive experiences), and red (for problems, concerns, and crises).

When envisioning a more positive future, the five person-centered outcomes should provide a general framework, namely:

1. Being present and participating in community life.
2. Gaining and maintaining satisfying relationships.
3. Expressing preferences and making choices in everyday life.
4. Having opportunities to fulfill respected roles and live with dignity.
5. Continuing to develop personal competence.

An information release form should be signed before the Personal PATH Frames process is started. All participants should respect the private nature of this information, and the focus persons' reputation.

Prior to beginning the Personal PATH Frames process, the rules of conduct are established and posted for the meeting. These "ground rules" may be unique to the focus person, and should incorporate the philosophy behind person-centered planning.

Participants should be seated so that they can observe all the Frames that are posted (using tape & markers that will not damage the wall surface). Although generally, the Frames process will

proceed in a somewhat linear fashion, sometimes it will be useful to record on several different Frames at the same time to capture important dialogue during the course of the meeting.

For recording purposes, the Personal PATH Frames are available in two different 8.5 X 11 graphic computer formats; MS PowerPoint & MS Word. The PowerPoint version allows insertion of text boxes to record content. The MS Word version utilizes the “Forms” feature to permit entry of text content without rearranging page formats. If desired, customized page development can be accomplished by clicking on the Unprotect Document option in the Tools menu and using the Tools Toolbar.

Personal PATH Frames

- Personal PATH Meeting: Who is here?
- The Dream
- One Year Goals (positive and possible)
- What’s happening now?
- Who do we need to enroll?
- What do we need to do to get stronger?
- Nine Month Goals (Optional)
- Six Month Goals
- Three Month Goals (Optional)
- One Month Goals
- First Steps
- To Do List

The Dream

The Dream contains the hopes and desires of the focus person regarding their life situation, things they want to do, achieve, have, experience, etc. The Dream should be very positive and future oriented. Some individuals may need helpers to assist with developing their dream. These helpers are referred to as the Support Team. Members of this team should include people who know the individual very well, and view The Dream from the perspective of the focus person. They should have philosophy and attitudes that are consistent with Person Centered/Directed Planning, and also expectation that a realistic plan for the future can be developed from the dream of the focus person.

One Year Goals: positive & possible

Some aspects of the focus person’s dream may take many years to achieve. The Dream is broken down into smaller components with timelines for anticipated achievement. The first timeline frame is for goals the team and focus person agree are possible to accomplish during a one year period. These goals, as well as other timeline goals, are prioritized in the planning process based on the preferences and desires of the focus person, in conjunction with the planning team. Goal assignments should be voluntary; the Team Facilitator asking Support Team members to choose which goal(s) they are most interested in working on. Goal timelines should be offered by the person assuming the responsibility. Timelines, responsibilities and other information should be established & recorded for goals in the One Year Goals Frame, and each goal is detailed as a learning, participation or support opportunity in the To Do List Frame.

What's happening now?

In the Personal Profile Frames, many current realities of life for the focus person were listed and discussed such as: where they go, daily routines, choices made, what they like, etc. This frame will help illuminate the stretch between future goals and where the focus person and team are now.

Who do we need to enroll?

The PATH crosses all areas of life. An unlimited pool of resources can be enrolled, as people are brought in with skills and talents that can help reach the goals that the focus person and the Support Team have established. The Support Team is not limited to paid staff, service providers, agencies, programs, schools, locations, etc. The team should be balanced with neighbors, relatives, friends and others interested in the individual and his/her success.

What do we need to do to get stronger?

This frame deals with recognizing ways to build strength as a Support Team. It helps team members and the focus person, to systematically go about gaining knowledge, increasing skills, funding, or exploration of other resources related to the goals the individual and team are working toward. This also includes the building of certain relationships between people, between agencies, and systems changes needed in order to accomplish the goals.

Nine Month Goals (Optional)

This timeline frame is for goals the team and focus person agree are possible to accomplish during a nine month period. Goal assignments should be voluntary; the Team Facilitator asking Support Team members to choose which goal(s) they are most interested in working on. Goal timelines should be offered by the person assuming the responsibility. Timelines, responsibilities and other information should be established & recorded for goals in the Nine Month Goals Frame, and each goal is detailed as a learning, participation or support opportunity in the To Do List Frame.

Six Month Goals

This timeline frame is for goals the team and focus person agree are possible to accomplish during a six month period. Goal assignments should be voluntary; the Team Facilitator asking Support Team members to choose which goal(s) they are most interested in working on. Goal timelines should be offered by the person assuming the responsibility. Timelines, responsibilities and other information should be established & recorded for goals in the Six Month Goals Frame, and each goal is detailed as a learning, participation or support opportunity in the To Do List Frame.

Three Month Goals (Optional)

This timeline frame is for goals the team and focus person agree are possible to accomplish during a three month period. Goal assignments should be voluntary; the Team Facilitator asking Support Team members to choose which goal(s) they are most interested in working on. Goal timelines should be offered by the person assuming the responsibility. Timelines, responsibilities and other information should be established & recorded for goals in the Three Month Goals Frame, and each goal is detailed as a learning, participation or support opportunity in the To Do List Frame.

One Month Goals

This timeline frame is for goals the team and focus person agree are possible to accomplish during a one month period. Goal assignments should be voluntary; the Team Facilitator asking Support Team members to choose which goal(s) they are most interested in working on. Goal timelines should be offered by the person assuming the responsibility. Timelines, responsibilities and other information should be established & recorded for goals in the One Month Goals Frame, and each goal is detailed as a learning, participation or support opportunity in the To Do List Frame.

First Steps

This timeline frame is for goals the team and focus person agree are possible to accomplish during the next week. Goal assignments should be voluntary; the Team Facilitator asking Support Team members to choose which goal(s) they are most interested in working on. Goal timelines should be offered by the person assuming the responsibility. Timelines, responsibilities and other information should be established & recorded for goals in the First Steps Frame, and each goal is detailed as a learning, participation or support opportunity in the To Do List Frame.

To Do List

The actions that are associated with the goals established in the various timeline frames: one year, nine months, six months, three months, one month, and first steps should be detailed in the To Do List Frame so that progress achievement related to actions can be assessed. Action information should be entered in each of the six frame headings below:

- **O/N Opportunity number.** Actions should be listed in numerical order, beginning with the number one, and running serially to as many numbers as needed, for the goals associated with the current plan. In this respect, each individual action will have a unique number for identification. Generally, actions should be listed/numbered in chronological order by the targeted date for completion. If an action requires modification or breakout into several additional actions, the "date completed" section of the original action listing should reference the newly created action(s) by its/their new action identification number(s). Although chronological ordering of action listings will not be maintained by this method, the integrity of an action(s) will be maintained by the capacity to track its/their future development and completion during the course of the plan period. If an action is cancelled during the course of the plan, it should be indicated in the "date completed" section by entering the date, the word cancelled, and a reason indicated for the cancellation.
- **What will be done.** This should be a clear, concise, measurable statement of an action that is related to a goal established in a timeline frame.
- **C/O Category of opportunity.** Each action should be designated by one of the category types:

L = Learning Opportunity: Specific teaching activities identified for a person based on individuals' personal preferences, personal profiles/functional assessments that are measurable, have designated teaching times, identified

responsible teachers, and have projected completion dates. They are aimed at attaining and maintaining skills, health and well-being, enhancing community integration, developing social relationships, utilizing the least restrictive means available, and using generic supports in an integrated environment. Ex. Teaching cooking, cleaning, work skills, daily living skills, alternative/educative skills as identified in a Positive Behavior Support Plan (PBS), etc.

P = Participation Opportunity: Specific activities and events identified for a person to take part in based on individuals' personal preferences, personal profiles/functional assessments that have designated attendance times whereby documentation regarding participation is kept, responsible support transportation persons, and are generally considered to be ongoing. They are aimed at attaining and maintaining skills, health and well-being, enhancing community integration, developing social relationships, and using generic supports in an integrated environment. Ex. Going to church, parties, support groups, etc. They include activities specifically identified by the planning process and exclude routine activities of the program.

S = Support Opportunity: Specific services identified to be performed for person based on individual's personal needs, personal profiles/functional assessments that have designated times of occurrence whereby documentation and follow-up of the service is kept and a responsible person identified for providing the service or ensuring that the service is identified. They can be short term with specified completion dates for acute needs or ongoing for long-term needs. They are aimed at maintaining health and well being or preventing health problems, and using generic supports in an integrated community as appropriate. Ex. Monitoring drug blood levels, monitoring blood sugar, going to an endocrinologist or physical therapist, collecting and analyzing data for the purpose of developing a PBS, monitoring and reporting of data related to targeted behaviors as identified in the PBS, etc. They include services specifically identified by the planning process and exclude routine services required by the program and standards.

- **Who will do it.** Each action should designate a person who has direct responsibility or oversight for the administration and/or completion of the task. In cases where additional people or a group share responsibility for an action, their names and other information can be documented in the "What will be done" section. The "Who will do it" section should include the following:

Name: First and last name of the person responsible for the action.

Relationship: The association of the person responsible to the focus person. Ex. parent, friend, residential staff, activities director, etc.

Context: Name of setting/place where the action is to occur. Ex. residential home, mall, Public Park, library, etc.

- **By when.** Date targeted for the action to be completed, unless ongoing. The person responsible for the action should be in agreement with the timeframe that is established.
- **Date completed.** Actual date the action is completed, unless ongoing. Also, see explanation, O/N Opportunity Number listed above.

Follow-up Meetings

The Facilitator is responsible for distributing the Personal PATH to each Support Team member prior to the next Support Team meeting. Thereafter, each Support Team member is asked to keep a copy of the PATH and bring it to each Support Team meeting.

The Personal PATH is a dynamic document. It is designed to be updated and changed as the focus person and the Support Team changes. It is not a document that is generated in one day and reviewed or updated once a year. The PATH process is ongoing and flexible.

The next PATH Review Support Team meeting is scheduled for no more than one month from the initial PATH meeting. Afterward, additional PATH review meetings are scheduled at the discretion of the focus person and the Support Team. Most teams choose to continue monthly to quarterly meetings.

The Facilitator must insure the actions of the Support Team are consistent with the original “Dream” and in accordance with the Personal PATH To Do List. The Facilitator also makes sure Support Team members receive the assistance they need to complete their assigned goals within the stated timeframes. The Support Team members, who have taken assignments, should be contacted on a regular basis by the Facilitator for the purpose of providing information and obtaining technical assistance as needed.